

APPEARANCE

JD-CL-12 Rev. 12/09

P.B. §§ 3-1 thru 3-6, 3-8, 10-13

STATE OF CONNECTICUT
SUPERIOR COURT

www.jud.ct.gov

NOTICE TO SELF-REPRESENTED PARTIES (PRO SE)**A self-represented party is a person who represents himself or herself. You must let the Clerk's Office know if you change your address by filling out this form.**

Note: If you are a self-represented party and you filed an appearance before and you are filing this only to let the court know that you have changed your address, check the box below:

☐ I am filing this appearance only to let the court know that I have changed my address. My new address is below.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judicial District	Housing Session	Geographic Area	Small Claims
Address of Court (Number, street, town and zip code)			

Docket number			
Return date			
Scheduled court date (Criminal/Motor Vehicle Matters)			

INSTRUCTIONS

1. Type or print.
2. **For Criminal and Motor Vehicle cases:** Mail or deliver a copy of the appearance to the prosecutor, fill out the Certification at bottom and file the original with the clerk. (Practice Book (P.B.) Sections 3-4, 3-5)
3. **For cases in Judicial District Courts, except criminal cases:** File only the original with the clerk. For criminal cases, see instruction #2.
4. **For cases in Geographical Area Courts, except criminal cases:** File the original and enough copies for each other party with the clerk. For criminal cases, see instruction #2.
5. **For Eviction (Summary Process) cases:** Follow the instruction for #3 or #4 above, and mail a copy to the attorney for the plaintiff, or if the plaintiff does not have an attorney, mail a copy to the plaintiff. Fill out the Certification at the bottom. (P.B. Sec. 3-5(a))
6. **For Small Claims cases:** File the original with the Small Claims area or Housing Session address. Mail or deliver a copy to the attorney or self-represented party and fill out the Certification at the bottom.
7. **For Appearances in place of (in-lieu-of) another attorney, law firm, or self-represented party:** Fill out the Certification at the bottom. (P.B. Sec. 3-8)
8. If a party who has been defaulted for failure to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the clerk. (P.B. Sec. 17-20)
9. **For Juvenile cases:** Do not use this form. Use form JD-JM-13 Appearance, Juvenile Matters.

Name of case (Plaintiff vs. Defendant) _____**Please Enter the Appearance Of**

Juris number of attorney or firm	Name of self-represented party (See "Notice to Self-Represented Parties" at top), or name of official, firm, professional corporation, or individual attorney
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Mailing Address (Number, street) (Notice to attorneys and law firms - The address to which papers will be mailed from the court is the one registered or affiliated with your juris number. That address cannot be changed in this form.)	Post office box	Telephone number (Area code first)
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City/town	State	Zip code	Fax number (Area code first)	E-mail address
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in the case named above for: ("x" one of the following parties)

- ☐ The Plaintiff (includes the person suing another person).
- ☐ All Plaintiffs.
- ☐ The following Plaintiff(s) only: _____
- ☐ The Defendant (includes the person being sued or charged with a crime).
- ☐ The Defendant for the purpose of the bail hearing only (in criminal and motor vehicle cases only).
- ☐ All Defendants.
- ☐ The following Defendant(s) only: _____
- ☐ Other (Specify) _____

Note: If other counsel or a self-represented party have already filed an appearance for the party or parties "x'd" above, put an "x" in 1 of these 2 boxes:

- ☐ This appearance is in place of the appearance of the attorney or firm or self-represented party on file (P.B. Sec. 3-8) **OR** _____ (Name and Juris Number)
- ☐ This appearance is in addition to an appearance already on file.

and, I agree to accept papers (service) electronically in this case under Practice Book Section 10-13 ☐ Yes ☐ No

Signed (Individual attorney or self-represented party)	Name of person signing at left (Print or type)	Date signed
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**Certification**

This certification has to be filled out only in eviction cases; for "in place of" appearances; in criminal cases; and in small claims matters.

I certify that I mailed or delivered a copy of this Appearance form to:

- ☐ All counsel and self-represented parties of record as listed below and on any additional sheet(s). (For evictions (P.B. Sec. 3-5(a)), criminal actions (P.B. Sec. 3-5(c)) and small claims matters)
- ☐ Counsel or the party whose appearance is to be replaced as listed below and on additional sheet(s). (For appearances in place of another attorney or firm (P.B. Sec. 3-8))

Signed (Individual attorney or self-represented party)	Date copies mailed or delivered	For Court use only	
<table border="1"> <tr> <td>Name of each party copy was mailed or delivered to *</td> <td>Address at which copy was mailed or delivered</td> </tr> </table>			Name of each party copy was mailed or delivered to *
Name of each party copy was mailed or delivered to *	Address at which copy was mailed or delivered		



* If necessary, attach an additional sheet or sheets with the name of each party and the address at which the copy was mailed or delivered to.

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